

***Amended 24 April 2006
HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #06-106C
AIR TECHNICIAN VACANCY ANNOUNCEMENT #06-094AC**

**Contract Specialist
N0014/B
GS-1102-09/07/05
\$42,955 - \$55,846 pa
\$35,116 - \$45,648 pa
\$28,349 - \$36,856 pa**

ANNOUNCEMENT DATE:

4 March 2006

***CLOSING DATE:**

31 May 2006

SELECTING OFFICIAL: Supervisory Contract Specialist

APPOINTMENT FEATURES:

**Competitive Service
Career/Career Conditional Status**

POSITION LOCATION: USPFO - San Luis Obispo, CA

**RECRUITMENT / RELOCATION BONUS / ADVANCED IN HIRING RATE BASED ON
SUPERIOR QUALIFICATIONS MAY / MAY NOT BE AUTHORIZED.**

**CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT
OF THIS POSITION AND VACANCY ANNOUNCEMENT #06-105 (ARMY) &
#06-093A (AIR). ONLY ONE OF THE VACANCY ANNOUNCEMENTS WILL BE
FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.**

**APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-09 POSITION
INDICATED BELOW, MAY BE CONSIDERED FOR GS-07/05 TRAINEE, IF
QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS
FOR EACH ARE INDICATED.**

This position is located in the Contracting Division of the US Property and Fiscal Office (USPFO). Incumbent is responsible for numerous contracting transactions such as conducting and/or and participating in contract negotiation, supply and services acquisition, and construction.

1. AREA OF CONSIDERATION: Statewide. Applications will be accepted from current permanent technicians with Career or Career Conditional Status within the California National Guard technician program.

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2. CONDITIONS OF EMPLOYMENT: Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. DUTIES: Performs pre-award, post-award, and contract close-out functions for a variety of supply, services, and construction contracts within both the Army and Air National Guard (NG); initiates advance acquisition or contracting plans for projects; determines the appropriate contract type and applicable special provisions as they apply to the particular project; may serve as Bid Opening Officer and prepares draft Abstract of Bids; determines the responsiveness of all bids and prepares Bid Opening Report for distribution to the organization requirements office; prepares and distributes award package consisting of signed and approved contracts, labor standards notification, and authority letters; maintains contract files; enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend approval of appropriate progress payments; recommends issuance of stop work orders as necessary and negotiates equitable settlements for claims between the government and the contractor; coordinates contract completion/close-out including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment, and construction contract evaluation; may be assigned duties and responsibilities as the purchase card Installation Program Coordinator.

4. EDUCATION AND EXPERIENCE REQUIREMENTS: Qualification requirements for this position are from Defense Acquisition Workforce Improve Act and the Operating Manual for OPM Qualification Standards for General Schedule Positions.

MANDATORY BASIC REQUIREMENTS FOR ALL GRADE LEVELS:

a. Have a baccalaureate degree from an accredited institution authorized to grant baccalaureate degrees.

AND

b. Have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

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IN CONJUNCTION WITH THE ABOVE MANDATORY BASIC REQUIREMENTS, THE FOLLOWING IS THE MINIMUM QUALIFICATION REQUIREMENTS FOR EACH GRADE:

c. **GS-09** requires 1 year of specialized experience equivalent to at least GS-07 or 2 full academic years of graduate level education or master's or equivalent graduate degree or LL.B or J.D.

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d. **GS-07** requires 1 year of specialized experience equivalent to at least GS-05 or 1 full academic year of graduate education or law school or superior academic achievement.

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e. **GS-05** requires 3 years of general experience, 1 year of which was equivalent to at least GS-04 or a 4 year course of study above high school leading to a baccalaureate degree.

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f. **General Experience (for GS-05 positions):** Experience that demonstrated all of the following: Knowledge of procurement and practices and procedures; skill in obtaining, analyzing, and evaluating complex textual and/or quantitative information in order to make comparisons among alternatives or to make recommendations for corrections or improvements in processes, operations, or policies.

g. **Graduate Education:** Successful completion of graduate education that provided the knowledge, skills, and abilities necessary to do the work is qualifying for positions at the grades GS-07 through GS-09.

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h. **Specialized Experience (for positions above GS-05):** One year of specialized equivalent to at least the next lower grade level in the normal line of progression is qualifying for positions at grades GS-07 and above. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities (listed below) to perform successfully the duties of the position to be filled.

If selected as trainee, the appointee may be non-competitively promoted to GS-09/07 upon meeting full qualifications and recommendation of supervisor.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Knowledge of a variety of moderately complex contracts and the use of applicable clauses and provisions.
- b. Knowledge of contracting regulations, procedures, and policies.
- c. Knowledge of price analysis, techniques, and business practices sufficient to evaluate price data on the basis of comparative prices, standard price list, or previous prices.
- d. Knowledge of business and industry practices and market conditions including commercial market sources or other competitive sources to obtain adequate competitive prices.
- e. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related activities.

EXCEPTIONS: The mandatory basic requirements do not apply to any employee who:

- a. On 1 October 1991, had at least 10 years of experience in the acquisition positions, in comparable positions in other government agencies or the private sector, or in similar positions in which an individual obtained experience directly relevant to the field of contracting, or,
- b. Was serving in a GS-1102 position on 1 October 1993, and this would be a reassignment.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

NOTE TO ALL APPLICANTS: A STANDING REGISTER WILL BE CREATED FROM THE LISTING OF QUALIFIED APPLICANTS FOR THIS/THESE POSITION(S). APPLICANTS MAY BE CONSIDERED FOR POSITIONS IN THE SPECIALTY AREA AT THE SPECIFIED LOCATIONS FOR UP TO 60 DAYS FROM THE CLOSE OF THIS VACANCY ANNOUNCEMENT.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERAN'S PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER